

Meeting Minutes  
Room 152  
State Capitol Building  
Thursday, April 20, 2006  
1:15 p.m. to 2:45 p.m.

Molly Petersen, Chairperson, called the meeting to order at 1:15 p.m. Present were Mary Spaulding, Lenore Adams, JereAnn Nelson, Vicki Schiller-Long, Shannon Stober, Pam Spore, Colleen Owen, Jan Brown, Chris Hettinger, Betty Warren, Jackie Williams, Lisa Mecklenberg Jackson, Barbara Pepper-Rotness, Joan Franke, Kim Benjamin, Prudy Hulman, Wendy Neumann, and Chris Hettinger.

Barbara Pepper-Rotness presented the Ice Breaker: "What Is Your Ideal Vacation – Dream Big!" Everyone introduced themselves and their place of work also.

A motion to approve the March 16, 2006 minutes was made by Pam Spore and seconded by Prudy Hulman. The motion passed unanimously.

Treasurer's Report: In the absence of Jen Skartveit, no report was given.

2006-2007 Officers: Molly stated that the call for nominations will be in May and election of officers will take place in June. Terms of office for officers (secretary, treasurer, historian and vice chair) run from September to September and the chairperson holds office from August to August. The ICCW membership may nominate a chairperson, whose name will then be sent to the Governor's Office for approval and appointment. If the membership doesn't have a nomination, it is possible, as has happened in past years, the Governor may appoint someone from his office. If anyone is interested in any position, please review the position descriptions that accompanied this month's meeting agenda prior to the May meeting. Members may nominate themselves or someone else and it is okay to decline a nomination. The following officers provided a summary and time commitment estimate for the offices they currently hold: JereAnn Nelson, secretarial duties (an estimated 20 hours per month); Molly, treasurer, vice-chair, and chairperson duties, and Lenore Adams, historian. Molly especially encouraged all to consider the chairperson position. She has found that it has given her tremendous opportunities for personal growth and skills needed to advance professionally. We will review nomination procedures at the May meeting prior to voting at the June meeting.

The 2005-06 subcommittees gave the following reports:

**ELA (Lisa Mecklenberg Jackson and Shannon Stober, co-chairs):** Lisa reported that the original deadline for nominations was April 4. As of April 4, the subcommittee had received only four nominations. The nomination deadline was extended for another week, during which the subcommittee received nine more nominations, for a total of 13: eight from state government, three from the public sector and two from the private sector. The nomination packets have been sent to the judges. Lisa will hold a conference call with the judges on Monday, April 24 to decide the winners. Lisa will forward that information to JereAnn, who will have ceremony advertisement posters printed. Jere Ann will then deadhead these posters to ICCW representatives for distribution throughout their areas. Lisa will also let the general ICCW membership know next week who the winners are. Lisa reminded everyone that this year's Excellence in Leadership award ceremony is Wednesday, May 17 at 2:30 p.m. in the old Supreme Court Chambers and encouraged all to attend. Lisa distributed a sign-up sheet for help with the ceremony. She asked Prudy Hulman if she might make ICCW name badges to wear at the ceremony again this year. Prudy agreed to do so and asked for a list of names. Shannon stated that she will send an email reminder containing the ceremony details to the general membership in the coming week. Four sponsors have committed to financial assistance with the ceremony: Fast Enterprises, Bearing Point, Wells Fargo and Corporate Air. These entities have donated a total of \$1,100. Ceremony flowers, corsages and refreshments have also been donated by various entities. The members of the ELA subcommittee are Lisa Mecklenberg Jackson and Shannon Stober, co-chairs; Pam Spore, Sherry Rust, JereAnn Nelson, Sheree Isola, Vicki Schiller-Long, Lenore Adams, and Jackie Williams.

**PR (Jen Skartveit, chairperson):** In the absence of Jen Skartveit, no report was given. Lenore looked into polycom options as a means of including out-of-town employees in the monthly brownbags. Prudy Hulman reported that ICCW could use Department of Transportation polycom systems at no charge since MDOT has numerous sites across Montana where people could gather to participate in our brownbag sessions and the Helena site has a large auditorium where brownbag sessions to be held. Norma Rabey at the MDOT would be a good contact. It was agreed that this is an option that would definitely be worth exploring. The members of this subcommittee are: Jen Skartveit, chairperson, Penne Beto, Connie Rigney, Kim Benjamin, Gail Dreher, Wendy Neumann, Mary Spaulding, Colleen Owen and Jan Brown.

**Training (Chris Hettinger, chairperson):** Betty Warren reported that 15 people attended today's brown bag on the subject of domestic violence. The presenter was Nicole Gray, public outreach coordinator with the Montana Coalition against

Domestic and Sexual Violence. There were two handouts from the presentation: "*40 Ways You Can Respond to Domestic Violence*" from the Montana Coalition Against Domestic and Sexual Violence and one entitled "*Domestic Violence and Employment Wheel*." Ms. Gray urged participants to know and watch for signs of victimization in the workplace. If an employee comes to a supervisor asking for help in the workplace with a domestic violence situation, and the supervisor does nothing to help at the work site, he or she can be held legally accountable if violence occurs in the workplace.

Lenore reminded everyone that the state security officers (Securitas) will assist employees who are uneasy in situations such as walking to a car in the dark, or even in the daytime if they are fearful due to a domestic violence situation. Butch Cramer, head of security for the capitol complex, spoke up at the Domestic Violence brownbag to let people know about this service.

Molly stated that, if a restraining order situation occurs in your office, employees can alert Securitas and they will keep an eye out for the person under the restraining order. Securitas is working on getting this service available in all buildings on the campus. She's not sure which buildings are "active" now. Lenore stated that this service is available to all employees currently, not just in a domestic violence situation.

Chris Hettinger expressed her sincere gratitude to Barbara Pepper-Rotness for taking on the position of librarian for the video loan program. The May 18 brownbag session is entitled "*Tooting Your Own Horn*" and will be presented by Raini Williams, a trainer with the Department of Labor and Industry. The June brownbag is on the subject of "*Emergency Preparedness*" and will be presented by Paul Spengler, Lewis and Clark County Disaster and Emergency Coordinator.

The sexual harassment brochure, an endeavor by Deb Monroe, is nearing completion.

The members of the training subcommittee are Chris Hettinger, chair, Ann Cannon, Joan Franke, Betty Warren, and Deb Monroe.

**Daycare (report given by JereAnn Nelson):** JereAnn Nelson reported that the last day that the daycare survey will appear on MINE is April 21. 645 people had completed the daycare survey as of this morning. This is a very respectable response level. Marie Matthews has consented to write a report of the daycare subcommittee's accomplishment during the current year as well as a summary of survey results. Marie has stated that she will have draft report ready for the subcommittee's review by May 1. The subcommittee hopes to have a final draft report ready for review at the planning subcommittee's June meeting and a final

report ready for the general membership's review at the June 15 general meeting. The subcommittee members are Michelle Robinson and JereAnn Nelson, co-chairs, Marie Matthews, Jeri Duran, and Ellen Hanpa.

**Wage Analysis (Sherry Rust and Barbara Pepper-Rotness, co-chairs).**

At Barbara's request, Molly reported that the subcommittee is working with Tyler Turner and Brad Eldredge, economists from the Research and Analysis Bureau at the Department of Labor and Industry (DLI). They are "crunching" numbers for the subcommittee and writing a report of results pertinent to state employees. These economists have found that there is currently a three percent gender gap in income among similarly situated males and females. Molly and Sherry Rust met with Linda Davis, EEO officer with the State Personnel Division, and learned that the subcommittee should look at equalization analysis. This involves looking at what's termed the work force, which contains people like state government employees, and what's termed the labor force, which is all available people over the age of sixteen. The percentage of women in the labor force is much greater than the percentage of women in the work force, which means we're not hiring the number of people that we could be. Remedies to address this might include an outreach program. They have set a deadline of the mid-May (in time for the ELA ceremony, possibly) for completing the subcommittee's report, which would include an easy-to-understand chart on the three percent gender gap and information on utilization analysis. Essentially, the report would be a "wage and utilization report" rather than just a "wage report." Molly reported that the DLI economists and Linda Davis have been very helpful in this endeavor. Prudy Hulman suggested that we invite them to the ELA ceremony as a means of demonstrating what else ICCW does. Molly agreed that she would do that. Committee members include: Sherry Rust and Barbara Pepper-Rotness, co-chairs, Cynthia Maw, Cynthia Pearson, Prudy Hulman and Kara Sperle.

**Other Business:**

Chris Hettinger reported that Susie Graveley, an employee in the Colonial Building, conducted a professional clothing drive and netted five big boxes of clothing on behalf of CTI (Career Training Institute), which will soon be delivered. Molly reminded all to think of this project when spring cleaning. The collection of professional ready-to-wear clothing is a service project of ICCW. Career Training Institute is located on the block near the corner of Lawrence and Jackson Street in the old American Federal Bank near Bert and Ernie's.

Christi Moyer, ICCW's SEGBAC (State Employees Group Benefits Advisory Council) representative, will present a report to the general membership at the May 18 meeting.

Mary Spaulding, ICCW's representative on the Employee Investment Advisory Council (EIAC) provided a brief update on retirement legislation.

Lisa took digital photographs of those in attendance donning their ICCWear. These photographs will be included on the ICCW website as a vehicle for promoting the attire.

The next meeting is Thursday, May 18, 2006 in Room 152 of the State Capitol Building from 1:15 to 2:45 p.m.

Respectfully submitted: JereAnn Nelson, Secretary